

**Iowa State Fire Marshal's Office**  
**Fire Extinguishing System Contractors Advisory Committee**  
**Meeting Minutes**  
**June 13, 2005**

Note: Because this Board does not become officially effective until July 1, 2005, they will be referred to as the Committee rather than the Board.

Committee Members Present:

Mark Adams, Acting Chairman, representing the Fire Service  
Greg Higginbotham, representing Wet System Contractors  
Shawn Mullen, representing Dry System Contractors  
Kathy Carter, representing the Fire Service  
Amy Infelt, representing licensed professional Architects and Engineers  
Ron Hoover, representing Building Officials  
Lorna Hamilton, representing the Public  
Paul Tinder, representing the State Fire Marshal

Staff Attending:

Jim Kenkel, State Fire Marshal  
W. Stuart Crine, Building Code Commissioner  
Jeff Peterzalek, Assistant Attorney General  
Mike Coveyou, Agency Rules Administrator

The meeting was called to order at approximately 1:00 PM by Fire Marshal Kenkel who introduced Commissioner Kevin Techau for welcoming remarks.

Following the Commissioner's remarks, Mr. Coveyou explained to the members that prior to the July 1<sup>st</sup> effective date of the law establishing the Board, they would be eligible to claim travel expenses from the state but not the \$50.00 per diem that they will be entitled to collect for each meeting day after July 1<sup>st</sup>. Until the effective date of the law, the Board will operate as the Fire Extinguishment Contractors Advisory Committee.

Commissioner Crine introduced himself to the Committee and then asked each member to do the same.

Commissioner Crine informed the Committee that the legislation establishing the Committee does not specify how a Chairman is to be chosen. Therefore, it was decided to appoint an Acting Chairman to serve until the first meeting after July 1, 2005. During the first meeting after July 1<sup>st</sup>, the Board will be asked to vote to select a Chairman. Due to his extensive involvement in passing the legislation, Mark Adams, Asst. Fire Marshal, W. Des Moines Fire Department was asked to serve as Acting Chairman.

Acting Chairman Adams presented historical background on why the legislation to establish the Committee was put forward and how it came to include both wet and dry extinguishing systems. He reminded the members that they should all maintain channels of communications with those in the industry whom they represent on the Committee.

The Acting Chairman went over the law and pointed out various items such as installer testing, Committee make-up and penalties for violation of the rules.

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Mike Coveyou explained to the Committee that the official rule making authority for this program remains with the State Fire Marshal but that the Fire Marshal's Office considers this a partnership in which the views and opinions of the Committee/Board will be given great weight. He went on to explain the funds generated through this program will not revert to the general fund of the state but will be retained for the sole funding of the Committee/Board and its activities. Mr. Coveyou then gave a presentation on the state rule-making process and provided several handouts to the members. This included a discussion on a potential timetable for rule adoption. In order to have rules effective by January 1, 2006, the notice of Intended Action would have to be filed no later than September 9<sup>th</sup>. However this timetable would leave no room for problems to develop in the process. Therefore, the sooner that the Notice can be filed, the better the chance that the rules can complete the process and be effective on January 1, 2006.

The importance of establishing an effective complaint handing program was discussed; particularly given the lack of State Fire Marshal field personnel available to identify unlicensed or incompetent contractors.

After recessing for a short break, Tina Palmer, Secretary to the Fire Marshal, explained the State of Iowa Board Member reimbursement forms and procedures to the Committee.

Acting Chairman Adams facilitated a roundtable discussion of Committee member expectations and impressions of the areas to be addressed by the new rules. This included a discussion on establishing a procedure for the review and approval of licensing applications that would be relatively simple and efficient.

In order to expedite the development of the rules, the Committee decided to meet on June 29, 2005 and then again on July 13, 2005. The meetings will begin at 10:00 AM and end at approximately 3:00 PM. Lunch will be provided by the State.

Shawn Mullen suggested that we look at the States of Texas and Louisiana for rules on Dry Extinguishing Systems.

Acting Chairman Adams suggested the Members

- Spend some time reviewing the legislation that established the program.
- Research the Internet for information on areas of the industry that interests them.
- Review laws and rules from other states and local governments.
- Seek input from the sector of the industry that you represent.

There being no further business, Acting Chairman Adams adjourned the meeting.

Respectfully submitted,

W. Stuart Crine,  
Building Code Commissioner